



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

FIA ACTION TRANSMITTAL

Control Number: #17-8

Effective Date: October 1, 2016

Issuance Date: September 23, 2016

TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
FAMILY INVESTMENT SUPERVISORS AND ELIGIBILITY STAFF

FROM: TRACEY C. PALIATH, EXECUTIVE DIRECTOR

RE: MINIMUM STATE SUPPLEMENT (MSS)

PROGRAM AFFECTED: FOOD SUPPLEMENT PROGRAM (FSP)

ORIGINATING OFFICE: BUREAU OF POLICY, LEGISLATION AND REPORTING

SUMMARY

Effective October 1, 2016, households that include a person who is at least age 62 receiving federally funded benefits under the Food Supplement Program (FSP) will receive a state-funded supplemental benefit if the household's monthly allotment is less than or equal to \$29 a month. The state supplement will be the difference between \$30 and the household's current FSP benefit amount as defined in *Md. Human Services Code Ann. § 5-501(d)*.

The supplemental benefit automatically posts as cash to the customer's Electronic Benefits Transfer (EBT) account. Customers do not need to complete a new or separate application to apply for the supplemental benefit.

CARES PROCEDURES

At the end of each month, CARES identifies households eligible for the Minimum State Supplement (MSS) and determines the total amount of State Supplement benefits each household is eligible to receive for the next calendar month. On the first business day of each month, eligible households will receive their State Supplement benefits in their EBT account.

Until further CARES programming can be finalized, the MSS benefit will be available as a cash benefit on the customer's EBT card. Customers will be provided information on how to access the cash.

SPECIAL CIRCUMSTANCES FOR CASE PROCESSING

Case managers **must not** complete processing of an underpayment (BEG) for FSP on the last business day of the month. (Attached below is a table of CARES month end dates.) Case managers must wait until the following business day to complete underpayment BEG actions for these households.

For example, beginning on September 30, 2016, Xerox and the FIA Bureau of Systems Development and Management will run queries to identify any MSS cases that were processed as underpayments (BEGs) and will cancel those actions and reprocess them the next day.

Attachments:

- CARES Month End Dates from September 2016 thru December 2017
- Revised Section 409 of the Food Supplement Program Manual

INQUIRIES

Please direct any policy questions or comments to Taneicsha (Dani) Whittaker at 410-767-5510 or taneicsha.whittaker@maryland.gov. Please direct CARES questions or comments to La Sherra Ayala at 410-238-1285 or lasherra.ayala@maryland.gov.

CARES Month End Dates from September 2016 thru December 2017

CARES Month End Date	Day of the Week
September 30, 2016	Friday
October 31, 2016	Monday
November 30, 2016	Wednesday
December 30, 2016	Friday
January 31, 2017	Tuesday
February 28, 2017	Tuesday
March 31, 2017	Friday
April 28, 2017	Friday
May 31, 2017	Wednesday
June 30, 2017	Friday
July 31, 2017	Monday
August 31, 2017	Thursday
September 29, 2017	Friday
October 31, 2017	Tuesday
November 30, 2017	Thursday
December 29, 2017	Friday